



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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LORI L. SPIELMAN  
First Selectman

JAMES M. PRICHARD  
Deputy First Selectman

SARAH D. COOK  
MELINDA M. FERRY  
DAVID E. STAVENS  
RONALD F. STOMBERG  
JOHN W. TURNER

BOARD OF SELECTMEN  
Monday, June 10, 2019  
Town Hall Meeting Hall

Before the start of the meeting, the following Board/Commission and Agency members were recognized for 10 and 20 years of service to the Town of Ellington:

## TEN YEARS OF SERVICE:

Lori Spielman, Board of Selectmen  
Ronald Stomberg, Board of Selectmen  
David Arzt, Ad Hoc Crystal Lake Milfoil Committee  
Rodger Hosig, Ad Hoc Crystal Lake Milfoil Committee  
Kristen Picard-Wambolt, Board of Education

## TWENTY YEARS OF SERVICE:

Audrey Kubas, Insurance Advisory Board  
Jonathan Allen, Insurance Advisory Board

The First Selectman sent a card of thanks to each of the members who have served for 5 and 15 years. She expressed thanks to all who volunteer to serve the Town of Ellington.

## BOARD OF SELECTMEN MEETING

### MINUTES

SELECTMEN PRESENT: Lori Spielman, James Prichard, David Stavens, Ronald Stomberg, John Turner, Melinda Ferry, Sarah Cook

OTHERS PRESENT: Timothy Webb, Public Works Director/WPCA Administrator; Joy Hollister, Human Services Director; Sgt. Brian Santa, Resident State Troopers' Supervisor; Felicia LaPlante, Acting Finance Officer; Peter Hany, President, Ellington Volunteer Ambulance Corps (EVAC); Jay Rich, Chief, Ellington Volunteer Fire Department; Bob Smith (EVFD); Tom Palshaw, Fred Bird, Jennifer Mullin, Aaron Foster, Jaime Foster, Peg Busse, Owen Thompson, Bulldog Fire & Emergency Apparatus

### I. CALL TO ORDER

The Board of Selectmen (BOS) meeting was called to order at 7:06 P.M. by First Selectman Spielman.

**II. PLEDGE OF ALLEGIANCE****III. CITIZENS' FORUM** (Non agenda items):

Mr. Peter Hany, President, Ellington Volunteer Ambulance Corps., reviewed the events of the day surrounding a Department of Public Works employee who suffered life-threatening injuries in a construction accident. He said that without giving out name of the injured individual, he wanted to give credit and accolades to all those involved. Mr. Hany said while waiting for the emergency responders to arrive on scene, the actions of the Public Works employees, especially Richard Daugherty, Maintainer I, saved the life of the injured employee. Mr. Hany said that without those life-saving interventions, the person would not be alive today. He said this needs to be recognized; people don't fully understand the work done by employees who are out and about working every day and have skills we don't know about. Through the efforts of Fire, EMS, State Police, paramedic service, Life Star and the Baystate Medical Center staff, a life was saved today. Ms. Spielman thanked Mr. Hany and the ambulance crew for always being there for the residents of Ellington.

**IV. APPROVAL OF MINUTES****A. May 13, 2019 Special Town Meeting**

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE SPECIAL TOWN MEETING OF MAY 13, 2019.

**B. May 13, 2019 Regular Board of Selectmen Meeting**

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE REGULAR BOARD OF SELECTMEN MEETING OF MAY 13, 2019.

**C. May 14, 2019 Annual Town Budget Meeting**

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE ANNUAL TOWN BUDGET MEETING OF MAY 14, 2019.

**D. May 15, 2019 Special Board of Selectmen Meeting**

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE SPECIAL BOARD OF SELECTMEN MEETING OF MAY 15, 2019 WITH THE CORRECTION TO THE DATE IN THE HEADER FROM MAY 13, 2019 TO MAY 15, 2019.

**E. May 30, 2019 Special Board of Selectmen Meeting**

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED [AYE: TURNER/STOMBERG/PRICHARD/STAVENS; ABSTAIN: FERRY/COOK] TO APPROVE THE MINUTES OF THE SPECIAL BOARD OF SELECTMEN MEETING OF MAY 30, 2019.

**V. UNFINISHED BUSINESS:****A. Update: Finance Officer/Treasurer Position Vacancy**

Ms. Felicia LaPlante, Acting Finance Officer/Treasurer, asked to address the Board of Selectmen. She read the following statement:

"I wanted to take this time to discuss with the Board of Selectmen in its entirety the situation in the Finance Office in the past, present and unforeseen future. I am discussing the following during this agenda item as I am currently filling the void of the Finance Officer as described. This is extremely difficult for me to bring to the Board of Selectmen as I am not a self-promoting individual and believe in hard work and loyalty. Everything that I am speaking to is public knowledge. In May 2017, two years ago, Nicholas DiCorleto, the Finance Officer, was diagnosed with cancer. During this time, his hours worked were minimized. With that said, I took on many additional tasks and many additional hours worked. In August of 2018, I took on his duties entirely. I've been working an average well-above the number of normal work hours which is to be expected with the work load. This has affected my life not only professionally, but personally. During this extraordinary time for the Town, I have stepped up to serve during the time of need. At the time of Nick's leave of absence, I was appointed as the Acting Finance Officer/Treasurer for a temporary period of time, which was 9 months ago. I will continue to serve as the Acting Finance Officer and work hard to keep the Town of Ellington finances moving in the direction Nick has devoted his life to achieve. Again, I am not a person that promotes myself well but I work extremely hard and I have devoted my professional life to the Town of Ellington. I am doing the work of two full-time employees. The Finance Officer position oversees the entire finance operation for the Town of Ellington and I have been doing that for a salary 70% of the previous Finance Officer's salary. I was seeing the light at the end of the tunnel with the recruitment of the past two Finance Officers. But now in light of recent events that have occurred with the position, I am requesting that the Board of Selectmen retroactively increase my salary to the salary that Nicholas DiCorleto was receiving at the time of his leave of absence. I did make a motion and I'm asking you to move on the motion and vote formally. And that is all."

Sarah Cook said that Felicia has done a wonderful job and she encouraged the Board of Selectmen to vote tonight in favor of the motion Felicia has prepared to retroactively increase her salary to that of Mr. DiCorleto's. Ms. Cook asked Ms. Cannella if there were any procedural obstacles to going forward tonight. Ms. Cannella said that she is not prepared to weigh in on this matter without having the opportunity to look into the request. She added that she is learning about Ms. LaPlante's request right now along with the BOS members and she is reluctant to provide advice.

Mr. Prichard said that this should be tabled and discussed at a Special BOS Meeting. He added that this type of request has not been done in this way before and he believes the BOS should take the time to schedule a meeting and discuss this in Executive Session.

Ms. Cook asked for tonight's agenda to be amended to add this motion so that it could be acted upon without delay. Mr. Stavens said he agrees with Mr. Prichard and that this should be discussed at another meeting. Ms. Ferry said that she is concerned with procedure; she added that the BOS members have to be very careful about following procedure. Mr. Prichard said that although he feels that Ms. LaPlante should be appropriately compensated, this should not be considered tonight. Ms. Cook reiterated her question to Ms. Cannella asking if there are any procedural problems with making the motion tonight and Ms. Cannella said that as far as she knows it is unprecedented for an employee to bring a motion directly to the BOS and ask them to act on it and she would prefer to have an opportunity to look into it.

Ms. Ferry asked Ms. Spielman when she was informed about this and Ms. Spielman said she was told by Ms. LaPlante just prior to the beginning of the Commission Member Recognition event earlier in the evening that she was going to address the BOS. Mr. Turner said that although he has no qualms

about the job Felicia has been doing, procedurally he has concerns with how this was brought forward and one of those concerns is that it could be precedent setting. Ms. Ferry said that if the request is to make the increase retro-active then scheduling a Special Meeting to discuss it shouldn't affect the outcome. Mr. Turner reiterated his concern about how this was brought to the BOS and he said that the BOS must be careful about the precedent this may set if this is acted on tonight. He said that although the BOS at times will add items to the agenda, this request is a little further up the ladder as far as he is concerned.

Ms. Spielman suggested to the BOS that they not act on this tonight and consider bringing the request to a Special Meeting and a majority of the BOS agreed with not addressing it tonight. Peg Busse asked if the Special Meeting wouldn't necessarily be an Executive Session. Ms. Busse continued that Ms. LaPlante can ask for the discussion to happen in open session and not in Executive Session if she wants to and Ms. Spielman said this is correct.

Ms. Spielman stated that the Connecticut Conference of Municipalities (CCM) is handling the recruitment effort for the Finance Officer/Treasurer position; they have advised us that they have a few that they are currently vetting.

## **NEW BUSINESS**

### **A. Tax Refunds/Abatements**

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$490.91 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED JUNE, 2019. [ATTACHED]

### **B. Endorsement of Seeds of Civility Document – Superintendent Dr. Scott Nicol**

Dr. Nicol referred to the Seeds of Civility document outlining the work that has been done by many residents and employees. He recognized the people who were present at the meetings: Fred Bird, Jenn Brown, Melinda Ferry, Tracey Kiff-Judson, Katherine Heminway, Don Judson, Michael Nash, Kris Picard-Wambolt, Nancy Nicolescu, Samantha Peterson, Sarah Robinson and Lori Spielman. Also, those who worked to solicit feedback on the document were Ellington High School teacher, Kim Reilly and High School juniors Jamie Del Piano and Nick Sivo who were present at the meeting.

Dr. Nicol said that the work on this has been excellent and the State has taken notice so they have established a task force to work on civility within the education system. The State has appointed Nick and Jamie to the task force to work with them on this. Dr. Nicol added that he is very proud of them and looking forward to the work that they are going to do next year.

Dr. Nicol distributed copies of the document to attendees. He said that the Board of Education and the Board of Finance have endorsed the document and he would like the Board of Selectmen to do so as well. He noted that it is about all of us treating each other well, recognizing that we are all human beings trying to live a fulfilling life and at times things can get emotional when people disagree but we should assume the good intentions of one another and work together courageously even during difficult times.

Dr. Nicol said that the document will be incorporated into the school system in many different ways including posters and other ways. He added that he, on behalf of all who worked on this document, respectfully requests the support of the BOS.

Mr. Stomberg said that a good job was done and he is supportive.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY THAT THE BOARD OF SELECTMEN FORMALLY AND WHOLEHEARTEDLY ENDORSES THE "SEEDS OF CIVILITY" DOCUMENT [ATTACHED] DEVELOPED THROUGH THE COLLABORATIVE EFFORT OF MEMBERS OF THE BOARD OF EDUCATION ADMINISTRATION AND STAFF, BOARD OF EDUCATION MEMBERS, BOARD OF SELECTMEN MEMBERS, TEACHERS, PARENTS, RESIDENTS AND TOWN STAFF MEMBERS TO INTRODUCE A FORMAL CIVILITY DOCUMENT TO BE ADOPTED AND DISPLAYED IN VARIOUS ELECTRONIC FORMS AND IN PHYSICAL LOCATIONS THROUGHOUT ELLINGTON IN AN INITIAL EFFORT TO PROMOTE CIVILITY IN OUR COMMUNITY.

#### **C. Budget Execution – Fiscal Year 2019-2020**

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO AUTHORIZE THE ACTING FINANCE OFFICER TO EXPEND BOARDS', AGENCIES' AND DEPARTMENTS' BUDGETS FOR FISCAL YEAR 2019-20 FOR THE MONTH OF JULY 2019 AND AUGUST 2019 PENDING BUDGET EXECUTION APPROVAL BY THE BOARD OF SELECTMEN.

#### **D. Authorization to Hire: Assistant Youth Services Director**

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO HIRE A FULL-TIME YOUTH SERVICES ASSISTANT DIRECTOR TO FILL THE VACANCY CREATED BY THE RESIGNATION OF TRESSA GIORDANO, AS RECOMMENDED BY THE HUMAN SERVICES DIRECTOR.

#### **E. Revise Deputy Fire Marshal Job Description**

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE JOB DESCRIPTION FOR THE DEPUTY FIRE MARSHAL POSITION, AS RECOMMENDED BY THE FIRE MARSHAL [ATTACHED].

#### **F. Appointment of Sydney Kern, Fire Inspector II to Deputy Fire Marshal**

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPOINT SYDNEY KERN AS DEPUTY FIRE MARSHAL AT A RATE OF \$35 PER HOUR FOR A 35-HOUR WORK WEEK EFFECTIVE JULY 1, 2019, AS RECOMMENDED BY THE FIRE MARSHAL.

#### **G. Probation Completed: Grant Regular Employee Status: Kayla Condon, Youth Services Coordinator**

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO TABLE THIS AGENDA ITEM TO THE SEPTEMBER 9, 2019 BOARD OF SELECTMEN MEETING TO CORRECTLY REFLECT THAT MS. CONDRON'S PROBATIONARY PERIOD ENDS SEPTEMBER 7, 2019.

**H. Probation Completed: Grant Regular Employee Status: Rebecca Stack, Elderly Outreach/Social Worker**

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO GRANT REGULAR EMPLOYEE STATUS TO REBECCA STACK, ELDERLY OUTREACH/SOCIAL WORKER, AS RECOMMENDED BY THE HUMAN SERVICES DIRECTOR, RECOGNIZING THAT MS. STACK HAS SUCCESSFULLY PASSED THE REQUIRED PROBATIONARY PERIOD.

**I. Probation Completed: Grant Regular Employee Status: Bob Ouellette, Crew Chief Grounds**

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO GRANT REGULAR EMPLOYEE STATUS TO BOB OUELLETTE, CREW CHIEF GROUNDS, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS/WPCA ADMINISTRATOR, RECOGNIZING THAT MR. OUELLETTE HAS SUCCESSFULLY PASSED THE REQUIRED PROBATIONARY PERIOD.

**J. Exempt Salary Ranges for 2019-2020**

Ms. Cook asked what the collective bargaining units are receiving this year and Ms. Cannella stated that the contracts are in negotiation at this time, not fully determined, and not yet public information. Ms. Cook recommended tabling this agenda item to see where the union contracts settle. She asked Ms. Cannella if it could be tabled and Ms. Cannella said that it could if that is what the BOS decides. Mr. Stavens said that this motion involves only the salary ranges, not the individual salaries. Ms. LaPlante agreed with Ms. Cannella that it could be tabled; the impact would be on payroll. Ms. Cook recommended a 3% increase to all ranges. Ms. Spielman suggested between 2.5% and 2.7%. Mr. Turner said he wouldn't go any higher than 3%, and that he is in favor of the 2.5%-2.7% range. Ms. Spielman suggested starting the motion at 2.5% to see how the vote goes; Ms. Cook said to start at 3% and see if it passes. The following motion was made.

MOVED (TURNER), SECONDED (COOK) AND PASSED [AYE: FERRY/STAVENS/COOK/SPIELMAN; NAY: STOMBERG/TURNER/PRICHARD] TO INCREASE THE EXEMPT SALARY CLASSIFICATION MINIMUM AND MAXIMUM RANGES FOR FISCAL YEAR 2019-2020 BY 3%.

**K. Salary Increases for Exempt Employees at Salary Range Maximum**

Mr. Stavens asked how many employees are affected; Ms. Cannella responded that there is one affected employee.

MOVED (TURNER), SECONDED (COOK) AND PASSED [AYE: FERRY/STAVENS/COOK/SPIELMAN; NAY: STOMBERG/TURNER/PRICHARD] TO AUTHORIZE AN INCREASE IN SALARY OF UP TO 3% FOR THE EXEMPT, NON-REPRESENTED EMPLOYEES THAT ARE ABOVE THE MAXIMUM RANGE FOR FISCAL YEAR 2019-2020.

**L. DARE Program Graduation/Poster**

Ms. Spielman said that the posters are on display in the Meeting Hall and people are encouraged to vote for their favorite. Sgt. Santa said that the posters on display are the 20 finalists. In addition to the posters, students do a series of essays. This year, DARE is broken down into three schools; Crystal Lake Elementary, Center School and Windermere. DARE graduation will be held tomorrow.

**M. CRCOG Natural Hazard Mitigation Plan 2019-2024**

Ms. Spielman said that Lisa Houlihan, Town Planner, is present to answer any questions. There were none.

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION REGARDING THE CAPITOL REGION NATURAL HAZARD MITIGATION PLAN UPDATE, 2019-2024:

WHEREAS, THE TOWN OF ELLINGTON HAS HISTORICALLY EXPERIENCED SEVERE DAMAGE FROM NATURAL HAZARDS AND IT CONTINUES TO BE VULNERABLE TO THE EFFECTS OF THOSE NATURAL HAZARDS PROFILED IN THE PLAN (E.G. FLOODING, HIGH WIND, THUNDERSTORMS, WINTER STORMS, EARTHQUAKES, DROUGHTS, DAM FAILURE, AND WILDFIRES), RESULTING IN LOSS OF PROPERTY AND LIFE, ECONOMIC HARDSHIP, AND THREATS TO PUBLIC HEALTH AND SAFETY; AND

WHEREAS, THE ELLINGTON BOARD OF SELECTMEN APPROVED THE PREVIOUS VERSION OF THE PLAN IN 2014; AND

WHEREAS, THE TOWN OF ELLINGTON AND CAPITOL REGION COUNCIL OF GOVERNMENTS DEVELOPED AND RECEIVED CONDITIONAL APPROVAL FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE NATURAL HAZARD MITIGATION PLAN UPDATE, 2019-2024 UNDER THE REQUIREMENTS OF 44 CFR 201.6; AND

WHEREAS, PUBLIC AND COMMITTEE MEETINGS WERE HELD AND PUBLIC INPUT WAS SOUGHT IN 2017 AND 2018 REGARDING THE DEVELOPMENT AND REVIEW OF THE NATURAL HAZARD MITIGATION PLAN UPDATE, 2019-2024; AND

WHEREAS, THE PLAN SPECIFICALLY ADDRESSES HAZARD MITIGATION STRATEGIES AND PLAN MAINTENANCE PROCEDURE FOR THE TOWN OF ELLINGTON; AND  
WHEREAS, THE PLAN RECOMMENDS SEVERAL HAZARD MITIGATION ACTIONS/PROJECTS THAT WILL PROVIDE MITIGATION FOR SPECIFIC NATURAL HAZARDS THAT IMPACT THE TOWN OF ELLINGTON, WITH THE EFFECT OF PROTECTING PEOPLE AND PROPERTY FROM LOSS ASSOCIATED WITH THOSE HAZARDS; AND  
WHEREAS, ADOPTION OF THIS PLAN WILL MAKE THE TOWN OF ELLINGTON ELIGIBLE FOR FUNDING TO ALLEVIATE THE IMPACTS OF FUTURE HAZARDS;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SELECTMEN:

- THE PLAN IS HEREBY ADOPTED AS AN OFFICIAL PLAN OF THE TOWN OF ELLINGTON;
- THE RESPECTIVE OFFICIALS IDENTIFIED IN THE MITIGATION STRATEGY OF THE PLAN ARE HEREBY DIRECTED TO PURSUE IMPLEMENTATION OF THE RECOMMENDED ACTIONS ASSIGNED TO THEM;
- FUTURE REVISIONS AND PLAN MAINTENANCE REQUIRED BY 44 CFR 201.6 AND FEMA ARE HEREBY ADOPTED AS A PART OF THIS RESOLUTION FOR A PERIOD OF FIVE (5) YEARS FROM THE DATE OF THIS RESOLUTION.
- AN ANNUAL REPORT ON THE PROGRESS OF THE IMPLEMENTATION ELEMENTS OF THE PLAN SHALL BE PRESENTED TO THE BOARD OF SELECTMEN.

ADOPTED THIS 10<sup>TH</sup> DAY OF JUNE, 2019 BY THE BOARD OF SELECTMEN OF ELLINGTON, CONNECTICUT

#### **N. Request to Use Brookside Park – Ellington Volunteer Fire Department**

Mr. Turner reminded Chief Rich that both the Recreation Director and the Crew Chief for Grounds are new this year, so she encouraged him to spend extra time with orientation and communication regarding this event.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO GRANT PERMISSION TO THE ELLINGTON VOLUNTEER FIRE DEPARTMENT (EVFD) TO USE THE WEST SECTION OF BROOKSIDE PARK FROM AUGUST 30, 2019 THROUGH SEPTEMBER 8, 2019 FOR THE ANNUAL EVFD CARNIVAL AND TO ERECT SIGNS PROMOTING THE ANNUAL EVFD CARNIVAL ON THE BROOKSIDE PARK GROUNDS, ON THE PROPERTY IN FRONT OF THE PUBLIC WORKS COMPLEX ADJACENT TO THE FIREHOUSE, IN FRONT OF THE PINNEY STREET FIREHOUSE ON NUTMEG DRIVE AS WELL AS SMALLER SIGNS AT MAJOR INTERSECTIONS IN TOWN. FURTHER, TO DIRECT THE EVFD TO CONSULT WITH THE PARKS AND RECREATION DIRECTOR REGARDING THE DETAILS OF THE SPACE REQUIREMENTS FOR THIS EVENT.

#### **O. Proposal for EVFD Replacement Apparatus: KME Ridgerunner Wild Land Pumper**

Mr. Turner said that we need a clarification from the Acting Finance Officer regarding comments she made to him prior to the meeting; she needs to clarify her points for the Chief. Ms. LaPlante said that the Town does not have a quote for this truck in writing and has not entered into a lease agreement yet. There is no appropriation for this project; it is a leased project. Chief Rich introduced Owen Thompson of Bulldog Fire & Emergency Apparatus who stated that he can provide a quote to Ms. LaPlante by tomorrow. She added that by moving on this tonight, the Town is agreeing to pay \$400,000 without a lease agreement in place. Chief Rich said that what he is looking for tonight is a commitment to purchase this truck which far exceeds his expectations for what they were looking for. Bob Smith, EVFD, reviewed the history, the need for this vehicle and the current vehicles EVFD has and what this truck will replace. He said that there are other Towns interested in this particular truck, so the Town should move to secure it. This truck meets the criteria that EVFD is looking for and EVFD is looking for a commitment tonight.

Mr. Stavens asked if a Town Meeting is required for the lease agreement and Ms. LaPlante confirmed that it was passed for a lease agreement at a Town Meeting in May.



Mr. Turner said we have a proposal from Bulldog Fire & Emergency Apparatus with no dollar amount and the only reference to the dollar amount is in the Chief's cover letter which refers to the amount that was passed at Town Meeting. The Finance Office needs a quote from Bulldog Fire & Emergency Apparatus on their letterhead, stating that this truck is available for that price. He added that the BOS will also need to waive the bidding process because this is priced on the GSA so it has already been bid. Mr. Thompson explained that through HGAC, the bidding process has been done, eliminating the need for towns to do their own competitive bidding. Companies have already bid their best price to HGAC.

Ms. LaPlante said she can begin the process of obtaining quotes from leasing companies as soon as she receives the written quote from Bulldog Fire & Emergency Apparatus. Mr. Turner asked Mr. Thompson if his company offers municipal leasing and he confirmed that they do and he will speak with Ms. LaPlante about this after the meeting.

Mr. Stomberg said that it is remarkable that EVFD found a truck that costs exactly the amount of money that the Town was saving up to spend. He said that he wants assurances that this covers all of the needs of this truck and that the EVFD will not be coming back for more money for equipment later on and he'd like to see signatures confirming this understanding. Chief Rich said EVFD will not be back for more money for this truck. Mr. Stavens said that Mr. Stomberg has a point because this has happened in the past.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO WAIVE THE BID PROCESS FOR THE PURCHASE OF THE KME RIDGERUNNER WILD LAND PUMPER AS PROVIDED BY BULL DOG FIRE APPARATUS DUE TO BEING PURCHASED THROUGH HGAC.

**P. Request to Amend Town Code Section 70-7 Fees for GIS Information and Adopt a New Fee Schedule**

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REFER THE DRAFT PROPOSED AMENDMENT TO TOWN CODE SECTION 70-7 THROUGH 70-10, FEES FOR GIS INFORMATION AND THE DRAFT NEW FEE SCHEDULE TO THE BOARD OF SELECTMEN TOWN ORDINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE BOS AS DRAFTED BY TOWN ATTORNEY, DORIAN FAMIGLIETTI AND ENDORSED BY THE TOWN'S GIS CONSULTANT, APPLIED GEOGRAPHICS, THE TOWN ASSESSOR AND TOWN PLANNER [ATTACHED].

**Q. Visiting Nurse and Health Services Contract**

Ms. Spielman reported that this contract expires in June and we are waiting for a new contract from Visiting Nurse and Health Services.

**VI. ADMINISTRATIVE REPORTS**

- A. Building Department
- B. Emergency Services: Ms. Spielman thanked all of the emergency service departments for their response to the catastrophic accident that happened today concerning a DPW employee.
  - 1. Resident State Troopers' Office

2. Ellington Volunteer Ambulance Corps
3. Ellington Volunteer Fire Department: Chief Rich said he recently met with the JLN consultant who is working on the report. He said he believes that this should be the last time he meets with him. Mr. Turner also reviewed his meetings with the consultant noting that one of the issues that JLN came across was the information that was harvested from the red alert system at Crystal Lake and the red alert system from the fire house. They had a great deal of difficulty working with the information. Mr. Turner said that the consultant spent a lot of time at the dispatch center.
4. Crystal Lake Fire Department
5. Emergency Management Director
- C. Fire Marshal
- D. Hall Memorial Library
- E. Tax & Revenue Collector
- F. Town Planner
- G. Finance Office
- H. Human Services Department

### **VIII. SELECTMEN COMMITTEE REPORTS**

#### **A. Personnel Committee:**

##### **1. Resignations:**

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF RICHARD PETRUCCI FROM THE HUMAN SERVICES COMMISSION.

##### **2. Appointments**

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REAPPOINT DOROTHEA WAITE TO THE HOUSING AUTHORITY FOR A FIVE-YEAR TERM TO JUNE 30, 2024.

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REAPPOINT DIANNE TRUEB AND FRED JOURNALIST TO THE NORTH CENTRAL DISTRICT HEALTH DEPARTMENT BOARD OF DIRECTORS FOR THREE-YEAR TERMS TO JUNE 30, 2022..

#### **B. Town Ordinance Committee:**

Mr. Stomberg said that the Town Ordinance Committee met and they discussed the Right to Farm Ordinance. After interviewing this proposed ordinance with the Town Attorney and the Town Planner, the members agreed to bring it forward to the BOS.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO RECOMMEND THE ADOPTION OF THE RIGHT TO FARM ORDINANCE AS RECOMMENDED BY THE TOWN PLANNER, TOWN ATTORNEY AND THE BOS TOWN ORDINANCE COMMITTEE.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO HOLD A PUBLIC HEARING ON MONDAY, JULY 8, 2019 AT 7:00 P.M. AT THE ELLINGTON TOWN HALL MEETING HALL TO ALLOW CITIZENS TO COMMENT ON THE RIGHT TO FARM

ORDINANCE; FURTHER TO HOLD A TOWN MEETING JULY 8, 2019, TO BE HELD IMMEDIATELY FOLLOWING THE PUBLIC HEARING, TO DISCUSS AND VOTE UPON THE ORDINANCE.

IX. **SELECTMEN LIAISON REPORTS:** There were no reports.

X. **FIRST SELECTMAN'S REPORT**

A. Staff

1. New Hires:

- David Dodge, EMT/Driver Per Diem

2. Resignations:

- Tressa Giordano, Assistant Youth Services Director

B. Other: Ms. Spielman reviewed the following:

- Reminder that the Ellington High School Graduation Ceremony is this Friday. Good luck to all the seniors in the Class of 2019.
- Attended the EVAC Rescue Post 512 graduation. Ms. Spielman said she was very impressed with the graduates and their future plans. They were very grateful for the program and very passionate about the Rescue Post.

XI. **CORRESPONDENCE:** There was no correspondence.

XII. **ADJOURNMENT**

MOVED (STAVENS), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:26 PM.

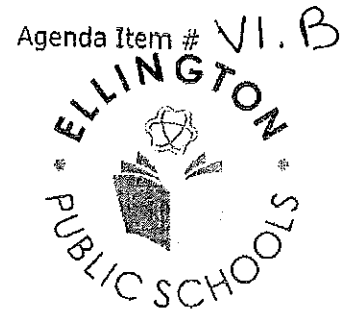
Submitted by

  
LouAnn Cannella  
Recording Secretary

Approved by

  
Lori Spielman  
First Selectman

[illegible]



## Seeds of Civility

### To Promote a Fair Exchange of Ideas

Civility is defined as caring for one's identity, needs and beliefs without degrading someone else's in the process (*Institute for Civility in Government*). The Town of Ellington, CT and the Ellington Public Schools recognize the value of civil discussion. Residents are encouraged to democratically participate in all community matters even when it may be uncomfortable. We live together and create together. To civilly compromise is to admirably evolve as a community.

We promise *To Promote a Fair Exchange of Ideas* by living the following:

Listen, Observe and Reflect

We will be careful and thoughtful seeking to understand first and then act with honor.

Assume Good Intentions

We will engage with others, assuming their positions are for the greater good.

Allow for Emotional Reactions

We will recognize that conflict is challenging and can be emotional, and we will strive to respond with understanding.

Speak One's Truth

We will communicate our truth as we know it and with respect even when others may react with anger.

Face to Face

We will make every effort to engage others directly and not through social media which tends to make the conflict worse.

Find Similarities, Value Differences

We will recognize that similarities exist among all people, and we will respect our differences.

Debate the Issue, Respect the Person

We will recognize that we are all human beings trying to live a fulfilling life, and we will engage on issues and avoid personal criticism.

*So let us begin anew, remembering on both sides  
that civility is not a sign of weakness, and sincerity is always subject to proof.  
Let us never negotiate out of fear, but let us never fear to negotiate.  
Let both sides explore what problems unite us instead of belaboring those problems which divide us.*

John F. Kennedy

*Endorsed by the Ellington Boards of Education, BLANK, and BLANK*

## Town of Ellington Position Description

TITLE:	Deputy Fire Marshal	STATUS:	Non-Exempt
DEPARTMENT:	Fire Marshal's Office	CLASSIFICATION:	
SUPERVISED BY:	Fire Marshal; Supervisory Deputy Fire Marshal	BARGAINING UNIT:	N/A

### OBJECTIVES

Under general or specific direction of the Fire Marshal or Supervisory Deputy Fire Marshal, assists in the implementation of the various department programs, including fire, explosion and hazardous materials investigation, code enforcement, juvenile fire setter, manufacturers' hazardous materials registration, flammable and combustible liquids storage, vacant building registration, outreach fire safety education and open burning programs, in accordance with Connecticut General Statutes and local policy.

Inspects to achieve compliance with Connecticut General Statutes, the Fire Prevention Code, the Connecticut State Fire Safety Code and the various related codes; investigates fires, explosions and hazardous materials incidents and prepares written reports for the Town Fire Marshal.

Shares on-call coverage of the time between work shifts and work weeks as the Fire Marshal Duty Officer and serves as office manager with duties attendant to expediting work flow, purchasing of supplies, filing National Fire Incident Reports, monthly reports, etc.

Generally assists in all facets of the department mission as directed while working the assigned schedule.

### ESSENTIAL FUNCTIONS

As specifically directed by supervisors: plans and organizes work and performs assigned duties and tasks according to established departmental procedures; inspects buildings, facilities, motor vehicles, blasting sites, demolition sites, outdoor public assemblies, construction sites and other occupancies, facilities and sites as directed to assure conformance with applicable statutes, codes, standards and regulations; issues orders for the abatement of hazards; processes requests for relief from the requirements of codes, standards and regulations; enforces provisions of fire zone ordinance; processes open burning permits; investigates complaints.

As assigned, serves as construction plans examiner in technical review of building and site plans and development proposals; establishes fire main and lateral extension size requirements and hydrant placement based upon recognized standards of fire flow requirements for specific projects; provides information to contractors, developers, and

Town of Ellington  
Position Description  
Deputy Fire Marshal  
Page 2

others relative to fire related statutes, code, standards and regulations; implements, coordinates and directs investigations of fires, explosions and hazardous materials incidents to determine origin, cause and circumstances, and prepares written reports for the Town Fire Marshal; processes evidence, prepares search and arrest warrants; processes permits for the sale, use, storage, and transportation of explosives.

Works closely with local, state and federal agencies and departments and emergency services in relation to emergency management operations; responds to emergency scenes and works closely with local, state and federal agencies to assure public safety; provides technical assistance to town boards, commissions, agencies and departments; provides assistance to other town, regional and federal agencies in investigations; prepares and delivers fire safety education programs; reports to supervisors on the progress of all work assignments.

Maintains an inventory of office supplies, prepares and transmits NFIRS (National Fire Incident Report System) reports to the State Fire Marshal, prepares monthly activity reports, processes all permits, receives and expedites all construction plans examinations, inspection reports, abatement orders, misdemeanor citations, investigation reports and related work within the office.

Accepts, without remuneration, standby assignments as Fire Marshal Duty Officer for up to four (4) nights each work week covering the seventeen (17) hours immediately preceding or following the work shift, as assigned by the Fire Marshal. Actual hours called out will be compensated at the hourly rate. The work shift may include regularly scheduled Saturday hours one day each month in addition to the normal thirty-five-hour (35) work week.

Supervises the Fire Inspector(s) as directed by supervisors.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of modern fire technology, including fire suppression, fire hazards, hazardous substances and fire administration.

Solid working knowledge of the Connecticut State Fire Safety Codes and related general statutes, standards, regulations, ordinances and policies as they pertain to the delivery of fire prevention services to the community.

Knowledge of building construction, water systems and electrical systems as they relate to the Connecticut State Fire Safety Code, Fire Prevention Code and other codes, standards, regulations and ordinances.

Town of Ellington  
Position Description  
Deputy Fire Marshal  
Page 3

Ability to: organize, supervise and conduct investigations of fires, explosions and hazardous materials incidents; seize and process evidence according to established rules of evidence; prepare and present legal documents to a court and to assist the court with prosecution.

Ability to prepare and present fire prevention and fire safety education programs to the public with a clear ability to speak effectively before large audiences, and to write clearly, concisely and effectively.

Ability to interpret and apply laws and regulations with consistency, firmness and tact.

Ability to supervise the work of Fire Inspectors.

Ability to fulfill physical demands of the position and work under stressful conditions.

Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.

#### REQUIRED EQUIPMENT OPERATION

Demonstrates proficiency in department computer programs; operates light meter, dosimeter, various hand tools, digital and 35 mm cameras, monitoring equipment, radios, protective clothing, fax machine, standard office equipment and standard and specialized department equipment; drives a motor vehicle under emergency response conditions.

#### REQUIRED PHYSICAL EFFORT

Climbing ladders, standing, crawling, lifting and carrying heavy loads up to fifty (50) pounds and occasionally more; wear structural firefighting gear or hazardous materials protective clothing, including self-contained breathing apparatus.

#### REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus specialized training in Fire Science or related field and two (2) years of responsible fire inspection experience, or equivalent combination of education, training and experience as determined by the Fire Marshal. Must be a minimum of 21 years of age.

#### SPECIAL REQUIREMENTS

Certification by the State of Connecticut as Fire Marshal and Open Burning Official.

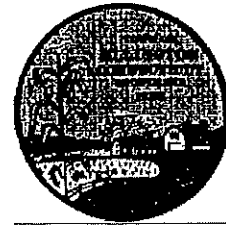


Town of Ellington  
Position Description  
Deputy Fire Marshal  
Page 4

Must possess a valid motor vehicle driver's license valid in Connecticut with no infractions or misdemeanors for the three (3) years prior to appointment.

**BOS APPROVED: 06/15/98**  
**BOS REVISED: 03/12/07**  
**BOS REVISED: 11/03/14**  
**BOS REVISED:**

V1-P




# Town of Ellington Planning Department

55 Main Street, PO Box 187, Ellington, CT, 06029/Phone: 860-870-3120/Fax: 860-870-3122/lhoulihan@ellington-ct.gov

## MEMO

DATE: June 5, 2019

TO: Lori Spielman, First Selectman  
cc. D. Famiglietti, Town Attorney  
K. Bechard, Town Assessor

FROM: Lisa M. Houlihan, AICP, Town Planner 

SUBJECT: Request to Amend Town Code Section 70-7 Fees for GIS Information and Adopt a Revised Fee Schedule

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The intent of this memo is to ask the Board of Selectmen to amend Section 70-7 Fees for GIS Information, and adopt a fee schedule to recover costs associated with providing the public with copies of town GIS data. Disclosure of this information is required pursuant to the Freedom of Information Act.

The amendment was drafted by Attorney Famiglietti's office and the fee schedule endorsed by Applied Geographics, Ellington's GIS consultant, and the offices of the Town Assessor and Town Planner – the primary departments that administer GIS data. Enclosed you'll find:

- Section 70-7 Fees for GIS Information, adopted 10-7-2002, and effective 11-2-2002;
- Proposed amendments to Section 70-7 Fees for GIS Data and Information, marked-up copy and clean copy;
- Proposed Fee Schedule for GIS Data and Information.

Thank you in advance for your time and consideration.

ARTICLE III  
**Fees for GIS Information**  
**[Adopted 10-7-2002, effective 11-2-2002]**

**§ 70-7. Findings, purpose and authority.**

- A. The Town of Ellington hereby establishes and hereafter shall charge reasonable fees to produce, copy or otherwise make available information contained within and available through its geographic information system (GIS).
- B. The Town has expended considerable amounts of time, energy, resources and money to collect data and to store it within a GIS system, which makes the information very usable for a number of municipal functions and also provides a database which can be very desirable and usable by citizens and professionals. In order to offset some of the costs to the Town and to recognize the benefit to other users, it is appropriate to establish a fee schedule and method of sharing costs by those who make use of this data. This policy is established to accomplish this purpose pursuant to the authority granted the Town by C.G.S. § 7-148s.

**§ 70-8. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

CD or COMPACT DISC — Optical media used to store digital data.

ELECTRONIC TRANSMISSION — Transfer or transmission of GIS or computer data by electronic means, including transfer of data over the internet or direct computer connection.

EXPORT FORMAT — A form of an original digital data set generally used to transfer data to different computer operating systems or computer applications.

FLOPPY DISK — Magnetic media used to store digital data, 3.5 in size containing 1.44 MD of data.

FULL DATA SET — All GIS Town-wide data sets, excluding topography and ortho-photos.

PRE-MADE MAP — A map available in paper or digital form in advance of a request according to parameters preset by the Town.

PROGRAMMING TIME — Time spent developing a map, filling a GIS data request, changing a data format, developing a GIS computer application, or similar requests.

§ 70-9

§ 70-9

**§ 70-9. Selectmen authorized to set fees.**

The Board of Selectmen is authorized to set reasonable fees for copying, transfer or transmission of geographic information system (GIS) information and services from time to time to reflect the Town's cost to acquire and/or produce the data as well as the actual cost to copy, transfer or transmit the data, including the labor costs to do the same.

:2

Article III Fees for GIS Data & Information

[Adopted 10-7-2002, effective 11-2-2002, amended ]

Additions underlined, deletions strikethrough, otherwise as currently adopted

§ 70-7 Findings, purpose and authority.

A. The Town of Ellington ("Town") hereby establishes and hereafter shall charge reasonable fees to acquire, produce, copy, distribute, or otherwise make available data and information contained within and available through derived from its geographic information system ("GIS") in response to a GIS data and information request.

B. The Town has expended considerable ~~amounts of time, energy, resources and money to collect~~acquire, copy, distribute, and make available GIS data and information and to store it within a GIS system for public use. Such data and information is increasingly requested by public and private entities, which makes the information very usable for a number of municipal functions and also provides a database which can be very desirable and usable by citizens and professionals. In order~~Therefore,~~ to offset some of the costs to the Town associated with providing GIS data and information for public use, and to recognize the benefit to other users, it is appropriate to establish a fee schedule~~charge reasonable fees for the use and request of GIS data and information, and method of sharing costs by those who make use of this data.~~ This policy is established ~~to accomplish this purpose pursuant to~~ and consistent with the authority granted to the Town by C.G.S. § 7-148s.

§ 70-8 Definitions:

As used in this article, the following terms shall have the meanings indicated:

CD or COMPACT DISC

Optical media used to store digital data.

ELECTRONIC TRANSMISSION

Transfer or transmission of GIS or computer data by electronic means, including transfer of data over the internet or direct computer connection.

EXPORT FORMAT

A form of an original digital data set generally used to transfer data to different computer operating systems or computer applications.

FLOPPY DISK

Magnetic media used to store digital data, 3.5 in size containing 1.44 MD of data.

FULL DATA SET

All GIS Town-wide data sets, excluding topography and ortho-photos.

PRE-MADE MAP

A map available in paper or digital form in advance of a request according to parameters preset by the Town.

PROGRAMMING TIME

Time spent developing a map, filling a GIS data request, changing a data format, developing a GIS computer application, or similar requests.

§ 70-9 Selectmen authorized to set fees.

The Board of Selectmen is hereby authorized to set reasonable fees for the Town's GIS services and for copying, transfer or transmission of geographic information system (GIS) the Town's acquisition and distribution of GIS data and information, and services from time to time to reflect the Town's cost to acquire and/or produce the data as well as the actual cost to copy, transfer or transmit the data, including the labor costs to do the same. Said fees may be revised by the Board of Selectmen as may be necessary.

#### § 70-10 Refunds.

In the event that a GIS data or information request is withdrawn by the requesting entity within a reasonable time, the Town's fees shall be refunded.

#### Disclaimer Regarding Public and Private Use of GIS Data & Information

The following terms and conditions apply to any dissemination of GIS map data or information by the Town of Ellington ("Town") in response to a GIS data or information request by any person or entity:

The GIS map of the Town and all underlying map data and information is made available primarily for assessment and general informational purposes. Said map data and information is not intended for any official use or legal use by any person or entity.

The map data and information may not always represent the most current data and information. The Town and AppGeo reserve the right to change and update GIS map data and information at any time without notice. In addition, some of the data may have been compiled from third-party sources and the accuracy of that data cannot be confirmed.

The Town and AppGeo, respectively, do not make any warranty, representation, or guarantee as to the content, sequence, accuracy, timeliness, or completeness of any of the map data or information provided herein, and in particular accuracy in labeling and displaying dimensions, contours, property boundaries, and placement and location of any map features. The user should not rely on the data and information provided herein for any purpose, including survey and property conveyance purposes. The Town and AppGeo, respectively, explicitly disclaim any representations and warranties, express or implied, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose with respect to this map and the underlying data and information. Any user of the map's data or information covenants and agrees to hold the Town and AppGeo harmless from and against all damage, loss, or liability arising from any use of the map's data or information, in consideration of the Town and AppGeo making said data and information available to the public for informational purposes.

The Town and AppGeo, respectively, shall assume no liability for any errors, omissions, or inaccuracies in the data and information provided regardless of how caused and for any decision made or action taken or not taken by the user in reliance upon any data or information furnished hereunder.

The Town and AppGeo, respectively, shall assume no liability for any alterations, modifications, or manipulations made to GIS data or information by any person or entity who has requested said data and information.

## ARTICLE III

### FEES FOR GIS DATA & INFORMATION

[Adopted 10-7-2002, effective 11-2-2002, amended:                   ]

#### Draft Amendment - Clean Copy

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##### **§ 70-7 Findings, purpose and authority.**

- A. The Town of Ellington ("Town") hereby establishes and hereafter shall charge reasonable fees to acquire, copy, distribute, or otherwise make available data and information derived from its geographic information system ("GIS") in response to a GIS data and information request.
- B. The Town has expended considerable resources to acquire, copy, distribute, and make available GIS data and information for public use. Such data and information is increasingly requested by public and private entities. Therefore, to offset the costs to the Town associated with providing GIS data and information for public use, it is appropriate to charge reasonable fees for the use and request of GIS data and information. This policy is established pursuant to and consistent with the authority granted to the Town by C.G.S. § 7-148s.

##### **§ 70-8 Selectmen authorized to set fees.**

The Board of Selectmen is hereby authorized to set reasonable fees for the Town's GIS services and for the Town's acquisition and distribution of GIS data and information. Said fees may be revised by the Board of Selectmen as may be necessary.

##### **§ 70-9 Refunds.**

In the event that a GIS data or information request is withdrawn by the requesting entity within a reasonable time, the Town's fees shall be refunded.

##### **§ 70-10 Disclaimer Regarding Public and Private Use of GIS Data & Information**

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The Town and AppGeo, respectively, shall assume no liability for any errors, omissions, or inaccuracies in the data and information provided regardless of how caused and for any decision made or action taken or not taken by the user in reliance upon any data or information furnished hereunder.

The Town and AppGeo, respectively, shall assume no liability for any alterations, modifications, or manipulations made to GIS data or information by any person or entity who has requested said data and information.



**TOWN OF ELLINGTON**  
**FEE SCHEDULE**  
**GIS DATA & INFORMATION**

[Adopted:           ]

- 
- A. GIS digital data: Cost is calculated for data in its original format and provided as a town-wide data set.
- 1 to 2 layers - \$25 per quarter hour of work;
  - 3 to 5 layers - \$50 per quarter hour of work;
  - 5 or more layers - Cost to be determined on a case by case request.
- B. Media
- \$10 per 8mb flash drive
  - \$15 per 16mb flash drive
- C. Maps
- Small Maps up to 11x17 - \$4
  - Large Maps up to 24x36 - \$8